

Monthly Office Expense Request Form

This **monthly office expense request form** sample is designed to streamline the process of submitting and approving office-related expenditures. It clearly outlines expense details, ensuring accuracy and accountability. Utilize this form to maintain organized financial records and efficient budget tracking.

Employee Information

Employee Name	<input type="text"/>
Department	<input type="text"/>
Month	<input type="text"/>

Expense Details

Date	Expense Description	Category	Amount (\$)	Receipt Attached
<input type="text"/>	<input type="text"/>	Office Suppli <input type="button" value="▼"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	Office Suppli <input type="button" value="▼"/>	<input type="text"/>	<input type="checkbox"/>

Justification/Comments

<input type="text"/>

Approval

Requested By	<input type="text"/>	Date	<input type="text"/>
Supervisor Approval	<input type="text"/>	Date	<input type="text"/>
Finance Dept. Approval	<input type="text"/>	Date	<input type="text"/>

* Attach all relevant receipts or invoices for verification.

* Submit this form to your immediate supervisor for preliminary approval before forwarding to the Finance Department.